

CITY OF HOUSTON PUBLIC RECORDS CHARGES

ESTIMATE

BILLING

Date

1/2/2018

Requestor

Matt Chapman

Method of Payment:

Cash

Address

Telephone No.

Check

Standard-size Paper Copies (8 x 11, and 8 x 14 inch)

	<u>Number</u>	
	<u>0</u>	@ \$ 0.10 /page
		\$ <u>0.00</u>

Nonstandard-size Copies:

- Diskette, CD-RW, or CD-R
- Magnetic Tape*
- Data cartridge
- VHS Video Cassette
- Tape Cartridge
- Audio Cassette
- Paper (11 x 17 inches, greenbar, bluebar)
- Mylar
- Blueprint/Blueline paper
- Other (Description)

	<u>Number</u>		<u>Total</u>
	<u>1</u>	@ \$ 1.00 /ea	\$ <u>1.00</u>
	<u>0</u>	@ \$ 11.00 – 13.50 ¹	\$ <u></u>
	<u>0</u>	@ \$ 17.50 – 35.00 ¹	\$ <u></u>
	<u>0</u>	@ \$ 2.50 /ea	\$ <u>0.00</u>
	<u>0</u>	@ \$ 38.00 – 45.00 ¹	\$ <u></u>
	<u>0</u>	@ \$ 1.00 /ea	\$ <u>0.00</u>
	<u>0</u>	@ \$ 0.50 /ea	\$ <u>0.00</u>
	<u>0</u>	@ \$.85-1.35 ¹ /LF	\$ <u></u>
	<u>0</u>	@ \$ 0.20 /LF	\$ <u>0.00</u>
	<u>0</u>	Actual cost	\$ <u>0.00</u>

Additional charges for paper copies involving: (1) Redaction of confidential information², (2) Not readily available information (in more than one building or remote storage), or (3) readily-available information of more than 50 pages³:

- Personnel Charges
- Overhead Charges (20% of total personnel charges)
- Archive Retrieval Charges: (actual cost)

	<u>4.00</u>	
	<u>60.00</u>	\$ <u>60.00</u>
	<u>\$</u>	- \$ <u>0.00</u>

Computer Resource Charges:

- Mainframe
- Midsize*
- sa
- PC or LAN
- Programming Time

	<u>0</u>	
	<u>0</u>	@ \$ 10.00 /min
	<u>0</u>	@ \$ 1.50 /min
	<u>0</u>	@ \$ 2.20 /hr
	<u>0</u>	@ \$ 1.00 /hr
	<u>0</u>	@ \$ 28.50 /hr
	<u>0</u>	(actual cost)
	<u>3</u>	(actual cost)

Photographs:

Postage/Shipping Charges:

Other Charges Description:

TOTAL CHARGES

76.00

¹ Refer to Cost Regulations of the Office of the Attorney General.

² Charges for redaction of confidential information that the requestor has allowed the City to redact will be assessed for inspection of paper and electronic information.

³ Except as stated above, there is no charge to inspect paper records if no copy is requested unless the information is older than 5 years old or completely fills six or more archival boxes and more than 5 hours is required to make the information available. Additionally, if more than 50 pages of copies are requested after inspection of the documents, personnel charges (assessed on a proportional basis of number of copies requested vs. number of records inspected) and all archival retrieval costs (if any) will be charged, plus ten cents a page for each copy.